Sitka COVID Conscious Business (CCB) Program

Application Form

**BEFORE YOU START**
Before filling out this application, please ensure that you have met the following minimum requirements for the program.

The Education, Planning, and Prevention sections will evaluate your business/organization's COVID readiness and mitigation.

Applicants must achieve a minimum of 85 points out of a possible 100 points for program certification.

Please note that requirements for this program will adapt as recommended guidance and best practices evolve.

For questions, please contact
907-747-1815
covidconscious@cityofsitka.org
* Required

MINIMUM REQUIREMENTS
The minimum requirements must be met in order to apply for program certification.

The business/organization applying for CCB certification is established and provides goods and/or services to the community of Sitka.

Mark only one oval.

☐ Yes
☐ No

A walk-through with a CCB Coordinator completed. If this has not been completed, please schedule your walk-through by emailing covidconscious@cityofsitka.org

Mark only one oval.

☐ Yes
☐ No
Mandatory masking/face covering policy and signage for employees, customers, and guests as appropriate for your business type.

*Mark only one oval.*

- [ ] Yes
- [ ] No

**BUSINESS INFORMATION**

Name and Title of Person Completing the Application *

________________________________________

Business Mailing Address *

________________________________________

Business Physical Address *

________________________________________

Business Phone *

________________________________________

Business Email Address *

________________________________________

Business Website

________________________________________
Type of Business *

Mark only one oval.

- Food & Beverage
- Retail
- Lodging
- Personal Services (health services, massage, salons, barbers, etc.)
- Other Services (consulting, accounting, insurance, etc.)
- Banking
- Manufacturing & Construction
- Seafood Industry
- Transportation & Logistics
- Tour Operations
- Other

Name of your Business’ COVID Contact *

Businesses must designate a point person to serve as their COVID Contact. This person can be the owner, manager, or a separate designee. This person will be CBS’ primary contact for the COVID Conscious Program.

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COVID Contact Phone: *

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COVID Contact Email: *

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EDUCATION (questions 1-5)

A total of 25 points are available in this section.

1) Employees have reviewed the CDC’s mask education materials found at: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html (7 points)

Mark only one oval.

- Yes
- No
2) Do not enter/conduct business if you are sick signage displayed at entrance. Examples can be found at: [http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/business.aspx](http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/business.aspx) (4 points)

*Mark only one oval.*

- [ ] Yes
- [x] No

3) Physical/social distancing signage displayed. Examples can be found at: [http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/business.aspx](http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/business.aspx) (4 points)

*Mark only one oval.*

- [ ] Yes
- [x] No

4) Hand hygiene instructions and signage displayed. Examples can be found at: [http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/business.aspx](http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/business.aspx) (4 points)

*Mark only one oval.*

- [ ] Yes
- [x] No

5) COVID safety training for employees conducted and documented as new guidelines are released from CDC and/or AK DHSS. (6 points)

*Mark only one oval.*

- [ ] Yes
- [x] No

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**PLANNING (questions 6-9)**

A total of 20 points are available in this section.
6) Written COVID mitigation plan. Example at: 

Mark only one oval.

☐ Yes
☐ No

7) Procedure for testing of employees such as daily temperature testing and/or voluntary COVID testing (6 points)

Mark only one oval.

☐ Yes
☐ No

8) Supportive leave policies for employees to encourage them to stay home when sick (6 points)

Mark only one oval.

☐ Yes
☐ No

9) Plan to assist with contact tracing efforts if an employee or customer/client gets sick. Examples include contacting the local Public Health office, having a customer/guest sign in sheet, keeping an appointment book, etc. (4 points)

Mark only one oval.

☐ Yes
☐ No

PREVENTION (questions 10-18)

A total of 55 points are available in this section.
10) Free masks/face coverings available for employees, customers, and guests (8 points)

*Mark only one oval.*

- Yes
- No

11) Hand sanitizer/hygiene station at entrance and registers. (8 points)

*Mark only one oval.*

- Yes
- No

12) Plexiglass shields or other barriers at front counters or customer service desks (4 points)

*Mark only one oval.*

- Yes
- No

13) Personal Protection Equipment (PPE) such as masks, gloves, face shields, etc. provided to employees as appropriate for business type. Adequate quantities are kept on hand and actively used. (8 points)

*Mark only one oval.*

- Yes
- No

14) Options for curbside pick-up, delivery, or other remote means of offering goods/services (7 points). (Please note: If this is not applicable to your business type, points will not be deducted for selecting N/A.)

*Mark only one oval.*

- Yes
- No
- N/A
15) Options for contactless transactions available (appointments and reservations, online check-in, online payment, and/or touchless payment,) (4 points)

Mark only one oval.

☐ Yes
☐ No

16) Floor decals, markers, and/or signage for recommended social distancing in place. (6 points)

Mark only one oval.

☐ Yes
☐ No

17) Frequent cleaning of high touch surfaces required and documented. Example of checklist can be found in Toolkit at: https://cityofsitka.org/sitka-covid-conscious-business-program/ (6 points)

Mark only one oval.

☐ Yes
☐ No

18) Foot traffic pattern designed to minimize customer contact such as separate entry/exit points, one-way aisles, capacity limits, etc. (4 points)

Mark only one oval.

☐ Yes
☐ No